



## EMPLOYMENT OPPORTUNITY

**"OPEN TO TR'ONDËK HWËCH'IN CITIZENS ONLY"**

### Administration Manager – Permanent Full Time

Administration

Posting Date: August 17, 2017

Salary: Level 8 Range (Starting at \$76,543.38 - \$84,197.62 per annum)

**Closing Date 4:00pm (PST): September 15, 2017**

Under the direction of the Executive Director, the incumbent is tasked to coordinate all aspects of overall general government administration functions including but not limited to reception, telephone systems, supplies, records management, office logistics and access, incoming and outgoing mail, office equipment, etc., The role will assist the Executive Director with the overall day to day administrative requirements for the effective and efficient functioning of the government within all buildings housing government staff. This role supervises the Mooseshide Gathering Coordinator & Assistant. This role oversees all aspects of General Assemblies, and Community Events such as the Christmas Open House, and Community Dinner.

**If this opportunity interests you, please submit a cover letter & resume clearly demonstrating the qualifications below, as selection for further consideration will be based solely on the information you provide:**

#### Essentials:

- Diploma in Business Administration, or a related discipline with 2-4 years of experience in supervision within an administrative area of business or government and experience providing administrative guidance to senior level management or managing boards and directors. Alternatively, a combination of a Grade 12 completion (or equivalent) coupled with minimum 2 years of Post-Secondary courses in Business Administration or a related discipline with 3-5 years of experience in providing administrative guidance to senior level management or managing boards and directors;
- Good working knowledge of Tr'ondëk Hwëch'in social structure, culture and traditions;
- General knowledge of Tr'ondëk Hwëch'in Land Claims Agreements, self-government and implementation agreements, and constitution;
- Experience in undertaking research and preparing executive summaries;
- Experience in general office management and supervision of clerical staff;
- Proficiency in modern business computer software programs, specifically all components of MS Office including, Word, Excel, Outlook, PowerPoint, Publisher, etc.
- Ability to meet deadlines under pressure of changing priorities and interruptions;
- Excellent time management and organizational skills;
- Ability to take initiative and motivate staff;
- Supervisory and office management skills;
- Ability to resolve problems;
- Ability to maintain confidentiality;
- Ability to effectively communicate with all levels within the organization and external contacts
- Ability to resolve conflicts and foster unity;
- Well-developed oral and written communications skills;
- Discretion, tact, compassion and good judgment;
- Ability to work effectively as part of a team;
- Ability to work with minimal supervision to achieve predefined goals in a timely manner;
- Ability to supervise clerical staff, including establishing training plans, goals, priorities and expectations;
- Ability to establish and maintain effective, professional working relationships with all levels of staff, citizens, external organizations and the general public;
- Maintain foundational principles of transparency, disclosure and redress.

#### Assets:

- TH Knowledge;
- MS Excel; PowerPoint.

#### Conditions of Employment:

- Mandatory confidentiality is a condition of employment for all Tr'ondëk Hwëch'in personnel. Failure to meet this requirement could result in dismissal;
- Mandatory attendance at General Assemblies;
- Criminal Record Check;
- Valid Class 5 Driver's License;
- Clear Driver's Abstract.

**A detailed job description is available upon request.**

For more information, contact Human Resources

Phone: (867) 993-7100 – EX: 112 or 126

Fax: (867) 993-6553

Email: [hrjobs@trondek.ca](mailto:hrjobs@trondek.ca)

Mail: Tr'ondëk Hwëch'in Government, P.O. Box 599, Dawson City, Yukon, Y0B 1G0

Physical Location: 1242 Front Street, Dawson City, Yukon

**We thank all applicants, but only those selected for further consideration will be contacted.**

*"To work together, to speak with one voice and to serve Tr'ondëk Hwëch'in Citizens in the pursuit of a strong, healthy, and united future."*